

# ***HEALTH BENEFITS E-NEWS***

*Department of Human Resource  
Management  
Office of Health Benefits*

*August 19, 2015*

## **Employee Assistance Program (EAP) Resources Updated for State Agencies**

Your health plan's EAP is here to assist employees with life issues, whether personal, family, legal or financial. Two updated resources are now offered to state agencies to help employees, covered dependents and those living in their household deal with stressful or unexpected events.

### **EAP Workshop Catalog**

Free Employee Assistance Program (EAP) onsite workshops are available to all employees regardless of their health plan enrollment. Workshops are conducted at your location by a professional trainer. You may choose from more than 145 topics:

<http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ba/generaldocuments/2015-cova-workshop-catalog1EB2A60FCAB5.pdf>

### **Anthem EAP Manager's Manual**

The new **Anthem EAP Manager's Manual** is your guide for handling a Critical Incident Response (CIR), scheduling EAP training and workshop services, accessing management consultation services, or becoming aware of behavioral warning signs in the workplace:

<http://www.dhrm.virginia.gov/docs/default-source/benefitsdocuments/ba/generaldocuments/2015-cova-managers-manual.pdf>

Both the EAP Onsite Workshops Catalog and Anthem EAP Manager's Manual may be found at [www.AnthemEAP.com](http://www.AnthemEAP.com) under Manager tools, and at [www.anthem.com/cova](http://www.anthem.com/cova) under the Benefits tab.

### **For More Information on the Commonwealth's EAP Services**

Listen to the Anthem and Aetna EAP webinars hosted earlier this year as part of the Benefits Administrators webinar series:

<http://www.dhrm.virginia.gov/benefitsadministration/benefits-administration-webinars>

## **Benefits Administrator Training Schedule**

Health Benefits Administration training has been scheduled for fall 2015. These courses are great resources for new HR professionals, as well as those "seasoned" benefits administrators and managers who haven't attended training in more than five years. Please register in the COVA Knowledge Center at your agency link: <http://www.dhrm.virginia.gov/docs/default-source/default-document-library/covkcdomains.pdf> or visit the DHRM website home page at [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov) and click on the Knowledge Center link on the left under the What's Online? heading.

### **Health Benefits Administration – Active Employees**

This two-day course is designed for agency human resources professionals, health benefit administrators and payroll employees whose job responsibilities require specific and detailed knowledge of the state's health benefits programs. The course provides a review of the policies and procedures for the Active State Health Benefits Program and the Flexible Benefits Programs. It also provides an overview of the benefits eligibility system (BES).

**Dates and Location:**

September 28 & 29, 2015

October 19 & 20, 2015

8:30 am – 4pm

The POD: James Monroe Building

**6<sup>th</sup> Floor, 101 N. 14<sup>th</sup> Street, Richmond, VA 23219**

Parking Information:

<http://cityparkingonline.com/parking/daily-parking/>

***Health Benefits Administration – Retirement/LTD/COBRA***

This one-day course is designed for the human resources or payroll professional that is responsible for the administration of an agency's health benefits program. This course focuses on the Retiree health benefits program (which includes LTD participants and Survivors) and enrollment procedures and provides an in-depth review of Extended Coverage. Also included is an overview of the State Health Plan's HIPAA Privacy Policy.

**Dates and Location:**

October 29, 2015

November 19, 2015

8:30 am – 4pm

The POD: James Monroe Building

**6<sup>th</sup> Floor, 101 N. 14<sup>th</sup> Street, Richmond, VA 23219**

Parking Information:

<http://cityparkingonline.com/parking/daily-parking/>

***Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov).***